



# RIO GRANDE BOTANIC GARDEN HERITAGE FARM GUIDE JOB DESCRIPTION 2006

## GENERAL PURPOSE

The mission of the Rio Grande Heritage Farm is to connect visitors to agriculture in a way that helps them realize its impact on society. Crops and animals are important components of both agriculture and this Farm. By taking a historic approach (circa 1925-1935) rather than modern-day, the Farm engages visitors in a simpler time when agriculture was more apparent in daily life. The objective of the Farm Guides is to *involve* visitors with agriculture so they have a memorable experience as they make connections, for instance, between the food they consume and crops in the field.

## GENERAL REQUIREMENTS

Anyone over 18 years old is eligible. Skills needed include: enthusiasm, a commitment to teaching about agriculture, a sense of responsibility and patience. The knowledge required is taught. Since work at the Farm involves interaction with the general public – especially children – volunteers must also undergo a City of Albuquerque background check before they work on the grounds.

## MINIMUM TIME COMMITMENT

Volunteers choose their own schedule. They may work anytime the botanic garden is open, 9:00am-5:00pm, seven days a week, year round. Most volunteers work a two-hour shift.

A minimum total of 36 teaching hours annually is required. (If Farm Guides are active in another BioPark Education volunteer program and fulfill those minimum requirements, the minimum total is 24 teaching hours.)

## DUTIES

Heritage Farm Guides perform a variety of duties, depending on their personal interests. Farm Guides can lead general tours of the Farm, conduct on-grounds “Discovery Stations,” interpret specific farm areas (i.e. vineyard, orchard), demonstrate farm chores such as canning, or guide visitors through the animal barn and assist with the “touch” experience. Because this is a new volunteer program, many more programs will be created, and current duties may be refined. Ideas for new duties and programs are welcome; however, you must be willing to help implement them.

Persons interested in planting or tending to crops can become Horticulture Volunteers by requesting an application and arranging an orientation with the Garden Education Coordinator.

**TRAINING**

Farm Guide training begins with a day of class in the Aquarium/Botanic Garden Education Building and at the Heritage Farm exhibit. Farm Guide trainees continue to learn by working alongside experienced Farm Guides for at least two sessions. Finally, new Farm Guides take a simple assessment (written or oral) to complete training.

**SUPPORT**

Resources exist throughout the BioPark to help volunteers fulfill their duties. Education staff can provide assistance and a small Education Library is available. Monthly education meetings are generally held at 11:00am on the first Thursday and first Saturday of each month in the Aquarium/Botanic Garden Education Bldg. All volunteers are welcome to attend. Current BioPark happenings are discussed as well as facility specific information. Mid-month, a written update is mailed to all BioPark Education volunteers.

**TANGIBLE  
BENEFITS**

Upon completion of training and a commitment to give the minimum number of hours annually, Farm Guides will be given an identification badge, which allows access to all BioPark facilities (zoo, aquarium, botanic garden) at any time. While on duty, volunteers receive a discount at the food and gift concession stands. Volunteers are offered discounts to all fee-based BioPark Education programs.

**UNIFORM**

Because Farm Guides are an integral part of the farm atmosphere, the guides wear clothing reminiscent of that period in history. Male Farm Guides wear pants in solid-colored khaki, brown, black, gray or denim and a solid colored button-up shirt with a collar. Denim overalls may also be worn. Female Farm Guides wear a dress or skirt that falls between the knees and ankles and is fitted or belted at the waist. The fabric of the skirt or dress must be solid colored, gingham or printed with a small floral pattern. Modern-looking patterns are not accepted, and the Garden Education Coordinator must approve all patterned fabric. If a skirt is worn, it must be paired with a solid-colored, button-up shirt with a collar. Solid colored, ruffle-edged aprons are optional. Shirts for males and females must be in a color that would have been worn during this era (no bright orange, fuchsia, etc). Both male and female Farm Guides may wear a straw hat if they like. It is the responsibility of the Farm Guides to acquire the clothing or have it made.

**COSTS**

Heritage Farm Guides are responsible for acquiring their own uniform. There are no other costs associated with training.

**ORGANIZATION**

Heritage Farm Guides report to the Garden Education Coordinator, Amy Henderson. Amy reports to the BioPark Education Curator, Bill Aragon.

**CONTACT**

For more information, contact BioPark Education at 764-7245.

**RIO GRANDE BOTANIC GARDEN  
HERITAGE FARM GUIDE 2006  
VOLUNTEER JOB APPLICATION**



Today's Date\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_Zip Code\_\_\_\_\_

Day Phone\_\_\_\_\_ Evening Phone\_\_\_\_\_ Email\_\_\_\_\_

Are you over 18 years old? ☐Yes ☐No If under 18, how old?\_\_\_\_\_

In case of an emergency, whom should we contact: (name, phone)

How did you find out about becoming a Heritage Farm Guide?

How much time do you anticipate you can volunteer per week?

Why do you want to be a Farm Guide? (This is important to us so that we can meet your expectations.)

**Please Sign Back**

**RIO GRANDE BOTANIC GARDEN  
RIO GRANDE HERITAGE FARM GUIDE  
VOLUNTEER CONTRACT/RELEASE**

I have read the Rio Grande Botanic Garden Heritage Farm Guide job description, and understand the responsibilities of becoming an Albuquerque Biological Park Farm Guide. I am willing to enter into an agreement with the City of Albuquerque, Albuquerque Biological Park, and commit to donating at least 36 hours of my time to the Rio Grande Botanic Garden. In return, I will be provided classroom and on-the-job training and free access to the Albuquerque BioPark while I am an active Farm Guide.

I agree that I shall be responsible for any injuries or damage incurred by me while performing volunteer services at the Albuquerque Biological Park. The City will, however, be responsible if I am injured and the injury is caused by the sole negligence of the City or its employees. I agree that I will consult with my physician and insure that any inoculations recommended are maintained in a current status.

I understand that the City will hold me responsible for any damage to property of the City or property belonging to third parties if the damage is caused by my negligent conduct. Likewise, I understand that the City will hold me responsible for all injuries sustained by persons when the injury is caused by negligent conduct. I understand and agree that I shall be expected to pay for damages or injuries caused by my negligence.

I understand that this volunteer contract may be terminated at any time by either myself or the Albuquerque Biological Park without cause. In such event, any programs and educational materials that I have developed will remain the property of the Albuquerque Biological Park.

RIO GRANDE BOTANIC GARDEN HERITAGE FARM GUIDE

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Printed Name

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Address

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City

State

Zip

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Signature

Date

Mail application, contract/release and background check forms to:  
Albuquerque BioPark Education  
Cathy Wylie  
903 10<sup>th</sup> Street SW  
Albuquerque NM 87102

OFFICE USE: NMSO    PASS / NO PASS    \_\_\_\_\_Date    \_\_\_\_\_Initials  
APD Form \_\_\_\_\_